

## Broward County Water Resources Task Force Procedures

### I. AUTHORITY

The authority of the Water Resources Task Force (Task Force) arises from Resolutions approved by the Broward County Board of County Commissioners on June 24, 2008 (2008-457), the League of Cities (2008-B05), and the South Florida Water Management District (2008-642).

### II. MISSION

To work collaboratively to identify and evaluate potential regional and sub-regional water supply strategies and solutions of appropriate water quality to meet countywide future water resource needs and water conservation goals and to meet the objectives of the enabling resolutions.

### III. DUTIES AND RESPONSIBILITIES

The Task Force's duties and responsibilities will be to identify and evaluate opportunities and impediments to providing future water supply of appropriate water quality, conservation, wastewater treatment, and reuse or reclaimed water opportunities that are most efficient and cost effective and to make recommendations.

The Technical Team will convene to assist and advise the Task Force on matters such as, but not limited to, resource availability, management, facilities and infrastructure, supply and constraints, and other technical, environmental, and professional subject matter as requested by the Task Force.

### IV. CONDUCT OF MEETINGS

The meetings of the Task Force and any Subcommittees shall be governed by Roberts Rules of Order.

### V. OFFICERS

#### A. Election of Chairperson and Vice Chairperson

The Task Force shall elect from among its members a Chair and Vice Chair at the first joint meeting of the Task Force and the Committees. The tenure of the Chair and Vice Chair for the Task Force shall be for one year or for the duration of the Task Force and shall be automatically extended until the next elections.

#### B. Duties of Chair of the Task Force:

1. To call to order Task Force or Committee meetings.

2. To execute official Task Force or Committee business as the representative of the Task Force or Committee.
3. To restate and put to a vote by Task Force members all matters which are moved for consideration or necessarily arise in the course of the proceedings and further to announce the result of each vote.
4. To assist in expediting Task Force or Committee business.

#### VI. TASK FORCE MEMBERSHIP

- A. The composition of the Task Force is established in, and members are appointed pursuant to, County Resolution 2008-457.
- B. For each of the Task Force members, the appointing entity shall also appoint an alternate member to serve in the appointed member's absence. If the Task Force member is absent from a meeting, the alternate designated by the appointed Task Force member may serve as a voting member in the absence of the primary Task Force member. If the appointed Task Force member does not have an appointed alternate and is absent, no vote will be cast on behalf of the absent Task Force member and such absences will impact the ability for the Task Force to achieve a quorum.
- C. In the event that an appointed Task Force member can no longer perform his or her duties on the Task Force, a replacement shall be identified by the original appointing authority as identified in Section 3 of the enabling County resolution. Each new appointment to the Task Force shall ensure that an alternate is appointed to serve in his/her absence and that this individual is selected in accordance with the criteria established per the enabling County resolution.
- D. A member who has three (3) consecutive absences or misses four (4) meetings in one (1) calendar year may be subject to removal as a member of the Task Force.
- E. Members shall be familiar with and abide by the Florida Sunshine Law.

#### VII. TASK FORCE MEETINGS

- A. All meetings shall be noticed in accordance with the Florida Sunshine Law.
- B. A quorum for the Task Force meeting shall consist of fifty percent (50%) plus one (1) of the total appointed Task Force members, or nine (9) Task Force members.
- C. Meeting minutes shall be provided.
- D. At the first meeting of the Technical Team, a Technical Team Chair and Vice Chair will be elected.